

Scheme of Delegation

Document Owner:	Chair and Head of Corporate Services
Last Reviewed:	November 2020
Next Review Due:	As Required
Key Changes Made:	<p>Updated to reflect changes made to Finance and Procurement Policy and approved by Commission on 2 November 2020.</p> <p>Replaces previous version revised and published in December 2019.</p>

I, Judith Robertson, Chair of the Scottish Human Rights Commission, delegate to the under noted post-holders, the authority to exercise the following duties:

Item	Authorised Signatory (or any more senior officer)
Finance	
Purchase Orders for goods and services requested by staff members:	
Up to £3,000	One of the following other than the requester: Head of Strategy and Legal Head of Comms and Engagement Head of Corporate Services
£3,000 to £20,000	The Chair of the Commission
£20,000 and over	Both of the following: The Chair of the Commission A Commissioner
Invoice authorization,	
Up to £3,000	One of the following other than the requester:

Item	Authorised Signatory (or any more senior officer)
	Head of Strategy and Legal Head of Comms and Engagement Head of Corporate Services
£3,000 to £20,000	The Chair of the Commission
£20,000 and over	Both of the following: The Chair of the Commission A Commissioner
Electronic Payments up to £20,000, following invoice authorisation as detailed above.	Head of Corporate Services Business Support: Finance
Cheque Payments over £10,000 following invoice authorisation as detailed above.	The Chair of the Commission
Spend on Scottish Human Rights Commission credit card	Cardholder
Use of Petty Cash Account – The Commission does not generally hold petty cash, where there is a need for cash this is approved by the	The Chair of the Commission

Item	Authorised Signatory (or any more senior officer)
Chair of the Commission on an exceptions basis	
Approval of expenses Claims	Line Manager of expense claim submitter
Monthly review of Bank statements following reconciliation by the Finance Assistant	Head of Corporate Services
Monthly review of Payroll Summary prepared by the Finance Assistant	Head of Corporate Services The Chair of the Commission
Funding Drawdown request	Head of Corporate Services
Documentation	
Formal Deeds, Agreements, Memoranda and Concordats	The Chair of the Commission
Formal Approval of SHRC Publications	The Chair of the Commission
Formal Approval of SHRC Press Releases	The Chair of the Commission or one of the following:

Item	Authorised Signatory (or any more senior officer)
	Head of Strategy and Legal Head of Comms and Engagement
Freedom of Information requests	The Chair of the Commission and the Head of Comms and Engagement
Freedom of Information review requests	Any of the following who did not deal with the original request: Head of Strategy and Legal Head of Comms and Engagement Head of Corporate Services
Staffing	
Approving annual, TOIL and flexi-leave requests	Employee's Line Manager
Letters of appointment	The Chair of the Commission (1)
Letters of regret – no interview	Head of Corporate Services Business Support: RRPA
Letters of regret – after interview	Head of Corporate Services Recruiting Manager Business Support: RRPA

Item	Authorised Signatory (or any more senior officer)
Approval of training requests	The Chair of the Commission (1) Line Manager
Disciplinary Matters	Employees Line Manager The Chair of the Commission (1)
Staff Objectives	Employee's Line Manager
Staff Performance Reviews	Employee's Line Manager
Complaints	
Internal Complaints	Should be directed to your Line Manager or; To the Head of Corporate Services if the complaint is about your own Line Manager) The Chair if the complaint is about Head of Corporate Services To the Commission if the complaint concerns the Chair
Correspondence	

Item	Authorised Signatory (or any more senior officer)
Oral and written correspondence will be dealt with by the particular team member with responsibility for the particular area	<p>Head of Strategy and Legal</p> <p>Head of Comms and Engagement</p> <p>Head of Corporate Services</p> <p>The Chair of the Commission</p>
Absence provision	
In the event of the Chair's prolonged absence:	<p>Head of Strategy and Legal in consultation with Commissioner, other than Accountable Officer role.</p> <p>Head of Corporate Services to fill Accountable Officer role, with oversight by FRAC.</p> <p>One of longest-serving Commissioners to be nominated as acting Chair.</p> <p>SPCB to be informed.</p>
In the event of the Chair's planned absence of two weeks or more:	Head of Strategy and Legal
In the event of the Chair and Head of Strategy and Legal prolonged leave of absence:	<p>Head of Comms and Engagement and Head of Corporate Services.</p> <p>Head of Corporate Services to fill Accountable Officer role.</p>

Item	Authorised Signatory (or any more senior officer)
	<p>One of longest-serving Commissioners to be nominated as acting Chair.</p> <p>SPCB to be informed.</p>
<p>In the event of all members of the management team's prolonged absence:</p>	<p>One of next most senior and longest-serving members of staff to be appointed senior officer, with oversight by the Commissioners.</p>
<p>In the event of short-term absence or planned leave, duties will be assigned as follows:</p>	
<p>Head of Strategy and Legal</p>	<p>Head of Comms and Engagement and Head of Corporate Services</p>
<p>Head of Comms and Engagement</p>	<p>Head of Strategy and Legal and Head of Corporate Services</p>
<p>Head of Corporate Services</p>	<p>Head of Strategy and Legal and Head of Comms and Engagement</p>